

# EMWS File Naming Convention Guidelines

Files in the Electronic Medicaid Waiver System (EMWS) will be named in the following manner:

1. Waiver initials: CA, CC, CABI, SA, SC, SABI
  - CA - Comprehensive Adult, CC - Comprehensive Child, CABI - Comprehensive Acquired Brain Injury
  - SA - Supports Adult, SC - Supports Child, SABI - Supports Acquired Brain Injury
2. Participant: Last name, First name
3. Doc Title Abbreviated: see below
4. Date: YYYY.MM.DD

**Example: CC.Doe.Jane.Appl.20xx.MM.DD**

1            2            3            4

## Document Title Abbreviations

Appl – Application	Meal – Mealtime protocol
CMSel – Case Manager Selection	Posit – Position Protocol
Psych – Psychological Evaluation	ROI – Release of Information
Neuro – Neuropsychological Evaluation	TeamSign – Team Signature Verification Form
LAR – Legally Authorized Representative	Relative – Relative Disclosure Form
ICAPauth – ICAP authorization and Information Form	*Service Name* – Services Form for a specific service
PBSP – Positive Behavior Support Plan	SkNurseApp – Approved for Skilled Nursing
MAR – Medication Assistance Record	MedCon – Medication Consent Form
Seiz – Seizure Protocol	FBA – Functional Behavior Analysis
Vagus – Vagus Nerve Stimulator Protocol	TLP – Third Party Liability
Veri – Verification Form	Trans – Transition checklist
PsyInv – Psychological Evaluation Invoice	ICAP – ICAP 3 page summary form
RepPay – Representative Payee documentation	ADL – Activities of Daily Living Protocol

